

[previous](#) [Home](#) [next](#)

## 3.12.06 Employee Chart

The employee chart includes the employee-evaluation charts and overviews regarding capacity utilization and capacity. These include general overviews, time sheets and occupation sheets, plan/actual comparison, capacity utilization and capacity charts and overviews of absences (vacation, illness, ...).

Here, the following charts can be generated:

- [Employee Overview](#)
- [Time Confirmation](#)
- [Occupation chart](#)
- [Time Sheet](#)
- [Project Time External/Internal](#)
- [Presence-/Absence Charts](#)
- [Employee Evaluation Target/Actual](#)

and the capacity charts (described in chapter [Capacity Charts](#)):

- [Capacity Utilisation Evaluation I](#), [Capacity Utilisation Evaluation II](#) and [Capacity Utilisation Evaluation III](#)
- [Capacity evaluation I](#), [Capacity Evaluation II](#) and [Capacity Evaluation III](#)
- [Calendar Overview Evaluation I](#) and [Calendar Overview Evaluation II](#)

### Employee Overview

The **employee evaluation** chart provides an overview of the assignment of staff, project and occupation. Information of which employee is working at what time for which project is available here. This chart is based solely on the plan data (including start and end) of the [Jobs](#).

The [Time Confirmation](#) chart, based on the actual data in the system provides the appropriate chart.

| Fileset           |                                                       |                             |                  |                      |             |            |            |                               |                                                                       |                                             |
|-------------------|-------------------------------------------------------|-----------------------------|------------------|----------------------|-------------|------------|------------|-------------------------------|-----------------------------------------------------------------------|---------------------------------------------|
| Employee overview |                                                       |                             |                  |                      |             |            |            |                               |                                                                       |                                             |
| Employee          | Job                                                   | Project                     | Category project | Occupation           | Cost center | JobBegin   | JobEnd     | EmployeeLink                  | JobLink                                                               | ProjectLink                                 |
| Conner Jane       |                                                       |                             |                  |                      |             |            |            | <a href="#">Conner Jane</a>   |                                                                       |                                             |
|                   | 3-1 Conception for combining Projectile and SAP CO/FI | 3 Introduction Projectile   | Customizing      | Customizing          | Management  | 09.06.2009 | 30.11.2009 | <a href="#">Conner Jane</a>   | <a href="#">3-1 Conception for combining Projectile and SAP CO/FI</a> | <a href="#">3 Introduction Projectile</a>   |
|                   | 3-6 Customizing                                       | 3 Introduction Projectile   | Customizing      | Schulung             | Management  | 02.10.2009 | 30.10.2009 | <a href="#">Conner Jane</a>   | <a href="#">3-6 Customizing</a>                                       | <a href="#">3 Introduction Projectile</a>   |
|                   | 7-1 Conception for combining Projectile and SAP CO/FI | 7 Update Projectile         | Customizing      | Customizing          | Management  | 16.10.2009 | 30.11.2009 | <a href="#">Conner Jane</a>   | <a href="#">7-1 Conception for combining Projectile and SAP CO/FI</a> | <a href="#">7 Update Projectile</a>         |
|                   | 7.1-1 Specification                                   | 7.1 Introduction Accounting | Customizing      | Allgemeine Tätigkeit | Management  | 16.10.2009 | 30.11.2009 | <a href="#">Conner Jane</a>   | <a href="#">7.1-1 Specification</a>                                   | <a href="#">7.1 Introduction Accounting</a> |
| Jones Timothy     |                                                       |                             |                  |                      |             |            |            | <a href="#">Jones Timothy</a> |                                                                       |                                             |
|                   | 3-1 Conception for combining Projectile and SAP CO/FI | 3 Introduction Projectile   | Customizing      | Customizing          | Development | 09.06.2009 | 30.11.2009 | <a href="#">Jones Timothy</a> | <a href="#">3-1 Conception for combining Projectile and SAP CO/FI</a> | <a href="#">3 Introduction Projectile</a>   |
|                   | 3-2 Installation Projectile                           | 3 Introduction Projectile   | Customizing      | Installation         | Development | 09.06.2009 | 30.10.2009 | <a href="#">Jones Timothy</a> | <a href="#">3-2 Installation Projectile</a>                           | <a href="#">3 Introduction Projectile</a>   |
|                   | 3-3 Programming 4-3                                   | 3 Introduction Projectile   | Customizing      | Programming - Java   | Development | 09.06.2009 | 30.10.2009 | <a href="#">Jones Timothy</a> | <a href="#">3-3 Programming 4-3</a>                                   | <a href="#">3 Introduction Projectile</a>   |
|                   | 7-1 Conception for combining Projectile and SAP CO/FI | 7 Update Projectile         | Customizing      | Customizing          | Development | 16.10.2009 | 30.11.2009 | <a href="#">Jones Timothy</a> | <a href="#">7-1 Conception for combining Projectile and SAP CO/FI</a> | <a href="#">7 Update Projectile</a>         |

## Time confirmation

The **time confirmation** chart provides an overview of the project services/items of the employee and a list of individual occupations with comments from time recording. This chart generates an overview of the total and individual time confirmation of an employee based on the recording in the [TimeTracker](#) for the [Jobs](#) of the employees. The chart is typically used for internal confirmation for controlling or as external confirmation for invoicing.

The [employee overview](#) chart, based on the plan data in the system provides the appropriate chart.

| Employee                                                                     |                                                                                                                                     |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Document ▾ Edit ▾ View ▾ Actions ▾                                           |                                                                                                                                     |
| Master data   Address   Communication   Work time management   Skills   Misc |                                                                                                                                     |
| Personell ID                                                                 | <input type="text"/>                                                                                                                |
| Anrede                                                                       | <input type="text"/> <input type="button" value="v"/> Titel <input type="text"/> <input type="button" value="v"/>                   |
| Name                                                                         | <input type="text"/> First name <input type="text"/>                                                                                |
|                                                                              |                                                                                                                                     |
| Status                                                                       | <input type="text"/> <input type="button" value="v"/> Function <input type="text"/> <input type="button" value="v"/>                |
| Branch                                                                       | <input type="text"/> <input type="button" value="v"/> Cost center <input type="text"/> <input type="button" value="v"/>             |
| Unit                                                                         | <input type="button" value="gears"/> <input type="text"/> <input type="button" value="v"/>                                          |
|                                                                              |                                                                                                                                     |
| Active user                                                                  | <input checked="" type="checkbox"/>                                                                                                 |
| Login                                                                        | <input type="text"/>                                                                                                                |
| Default user role                                                            | <input type="text"/> <input type="button" value="v"/> <input type="button" value="document"/> <input type="button" value="search"/> |
| Benutzersprache                                                              | <input type="text"/> <input type="button" value="v"/>                                                                               |

## Occupation Chart

The **occupation chart** provides an overview of the project services and working hours of employees in the selected time interval. The project services are based on manual data entry in the [TimeTracker](#) for the [Jobs](#) of the employees. The working time data is entered in the [TimeTracker](#) as “come-leave” or can be determined automatically by the system with the help of an option as the sum of the project times. The absences (vacation, illness, maternity leave, ...) can be defined decentrally in [TimeTracker](#) or defined centrally in [Absence Recording](#).

| Tätigkeitsnachweis       |                         |                              |                         |                |                 |                     |                |              |                 |               |
|--------------------------|-------------------------|------------------------------|-------------------------|----------------|-----------------|---------------------|----------------|--------------|-----------------|---------------|
| Mitarbeiter Schaub Peter |                         |                              |                         |                |                 |                     |                |              |                 |               |
| Datum                    | Zeiten                  | Projekt                      | Arbeitspaket            | Projektzeit[h] | Projektzeit[Pt] | Plan-Arbeitszeit[h] | Arbeitszeit[h] | Differenz[h] | Arbeitszeit[Pt] | Differenz[Pt] |
| 02.02.2004               |                         |                              | Urlaub                  |                |                 | 0,00                | 0,00           | 0,00         | 0,00            | 0,00          |
| 03.02.2004               |                         |                              | Urlaub                  |                |                 | 0,00                | 0,00           | 0,00         | 0,00            | 0,00          |
| 04.02.2004               |                         |                              | Urlaub                  |                |                 | 0,00                | 0,00           | 0,00         | 0,00            | 0,00          |
| 05.02.2004               |                         |                              | Urlaub                  |                |                 | 0,00                | 0,00           | 0,00         | 0,00            | 0,00          |
| 06.02.2004               |                         |                              | Urlaub                  |                |                 | 0,00                | 0,00           | 0,00         | 0,00            | 0,00          |
| 09.02.2004               | 08:00-11:00             | EP Implementation Projectile | EP-1 Projektleitung     | 3,00           | 0,38            |                     | 3,00           |              | 0,38            |               |
|                          | 13:00-17:00             | EP.1 Planung                 | EP.1-1 Konzeptgespräche | 4,00           | 0,50            | 0,00                | 4,00           | 7,00         | 0,50            | 0,88          |
| 10.02.2004               | 08:00-10:00             | EP Implementation Projectile | EP-1 Projektleitung     | 2,00           | 0,25            |                     | 2,00           |              | 0,25            |               |
|                          | 13:00-20:00             | EP.1 Planung                 | EP.1-1 Konzeptgespräche | 7,00           | 0,88            | 0,00                | 7,00           | 9,00         | 0,88            | 1,12          |
| 11.02.2004               | 08:00-12:00,13:00-18:00 | EP.1 Planung                 | EP.1-1 Konzeptgespräche | 9,00           | 1,12            | 0,00                | 9,00           | 9,00         | 1,12            | 1,12          |
| 12.02.2004               | 08:00-13:00,13:30-17:00 | EP Implementation Projectile | EP-1 Projektleitung     | 8,50           | 1,06            | 0,00                | 8,50           | 8,50         | 1,06            | 1,06          |
| 13.02.2004               | 08:00-12:00             | EP Implementation Projectile | EP-1 Projektleitung     | 4,00           | 0,50            | 0,00                | 4,00           | 4,00         | 0,50            | 0,50          |
| 16.02.2004               |                         |                              |                         |                |                 | 0,00                | 0,00           | 0,00         | 0,00            | 0,00          |
| 17.02.2004               | 08:00-11:00             | EP Implementation Projectile | EP-1 Projektleitung     | 3,00           | 0,38            | 0,00                | 3,00           | 3,00         | 0,38            | 0,38          |
| 18.02.2004               |                         |                              |                         |                |                 | 0,00                | 0,00           | 0,00         | 0,00            | 0,00          |
| 19.02.2004               |                         |                              |                         |                |                 | 0,00                | 0,00           | 0,00         | 0,00            | 0,00          |
| 20.02.2004               |                         |                              |                         |                |                 | 0,00                | 0,00           | 0,00         | 0,00            | 0,00          |
| 23.02.2004               | 08:00-16:30             | EP Implementation Projectile | EP-1 Projektleitung     | 8,50           | 1,06            | 0,00                | 8,50           | 8,50         | 1,06            | 1,06          |
| 24.02.2004               |                         |                              |                         |                |                 | 0,00                | 0,00           | 0,00         | 0,00            | 0,00          |
| 25.02.2004               |                         |                              |                         |                |                 | 0,00                | 0,00           | 0,00         | 0,00            | 0,00          |
| 26.02.2004               |                         |                              |                         |                |                 | 0,00                | 0,00           | 0,00         | 0,00            | 0,00          |
| 27.02.2004               | 08:00-12:00             | EP Implementation Projectile | EP-1 Projektleitung     | 4,00           | 0,50            |                     | 4,00           |              | 0,50            |               |
|                          | 14:00-17:30             | EP.2 Customizing             | EP.2-3 Testen           | 3,50           | 0,44            | 0,00                | 3,50           | 7,50         | 0,44            | 0,94          |
| Summe                    |                         |                              |                         | 56,50          | 7,06            | 0,00                | 56,50          | 56,50        | 7,06            | 7,06          |

## Time Sheet

The chart **time sheet** provides an overview of the project efforts and working hours of the employees in the selected time interval. The project efforts are based on the recording data in [TimeTracker](#) for the [Jobs](#) of the employees. The working hours are entered in [TimeTracker](#) as “coming and leaving” or they can be determined automatically by the system by using an option as the sum of the project times. The absences (holiday, illness, maternity leave, ...) can be defined either decentrally in [TimeTracker](#) or centrally in [Absence Recording](#).

In contrast to [Occupation chart](#) the comments of [TimeTracker](#) are here displayed and the information of [Working Time Administration](#) (holiday accounts, illness and flexi-time) are listed. Optionally, the postings from the working time accounts and a listing of the posted jobs can be displayed.

X ?
Dateien

### Stundenzettel

**Schaub, Peter Personalnummer 106**

| Datum      | Zeiten                  | Arbeitspaket/Abwesenheit | Plan-Arbeitszeit[h] | Ist-Arbeitszeit[h] | Differenz[h] | Bemerkung                                                    |
|------------|-------------------------|--------------------------|---------------------|--------------------|--------------|--------------------------------------------------------------|
| 01.02.2004 |                         |                          | 0,00                | 0,00               | 0,00         |                                                              |
| 02.02.2004 |                         | Urlaub                   |                     | 8,00               |              |                                                              |
|            |                         |                          | 8,00                | 8,00               | 0,00         |                                                              |
| 03.02.2004 |                         | Urlaub                   |                     | 8,00               |              |                                                              |
|            |                         |                          | 8,00                | 8,00               | 0,00         |                                                              |
| 04.02.2004 |                         | Urlaub                   |                     | 8,00               |              |                                                              |
|            |                         |                          | 8,00                | 8,00               | 0,00         |                                                              |
| 05.02.2004 |                         | Urlaub                   |                     | 8,00               |              |                                                              |
|            |                         |                          | 8,00                | 8,00               | 0,00         |                                                              |
| 06.02.2004 |                         | Urlaub                   |                     | 8,00               |              |                                                              |
|            |                         |                          | 8,00                | 8,00               | 0,00         |                                                              |
| 07.02.2004 |                         |                          | 0,00                | 0,00               | 0,00         |                                                              |
| 08.02.2004 |                         |                          | 0,00                | 0,00               | 0,00         |                                                              |
| 09.02.2004 | 08:00-11:00             | EP - Projektleitung      |                     | 3,00               |              | Meeting mit Auftraggeber und externen Beratern               |
|            | 13:00-17:00             | EP - Konzeptgespräche    |                     | 4,00               |              | Detailierung Anforderungskatalog                             |
|            |                         |                          | 8,00                | 7,00               | -1,00        |                                                              |
| 10.02.2004 | 08:00-10:00             | EP - Projektleitung      |                     | 2,00               |              | Projektmeeting Intern                                        |
|            | 13:00-20:00             | EP - Konzeptgespräche    |                     | 7,00               |              | Anforderungen Basissystem und Fibu-Schnittstelle             |
|            |                         |                          | 8,00                | 9,00               | 1,00         |                                                              |
| 11.02.2004 | 08:00-12:00,13:00-18:00 | EP - Konzeptgespräche    |                     | 9,00               |              | Schnittstellen<br>Einführung, speziell Schulungen            |
|            |                         |                          | 8,00                | 9,00               | 1,00         |                                                              |
| 12.02.2004 | 08:00-13:00,13:30-17:00 | EP - Projektleitung      |                     | 8,50               |              | Koordination und Statusmeeting<br>Vorbereitung Pflichtenheft |
|            |                         |                          | 8,00                | 8,50               | 0,50         |                                                              |
| 13.02.2004 | 08:00-12:00             | EP - Projektleitung      |                     | 4,00               |              | Koordination, Berichtswesen                                  |

  

|            |             |                     |        |       |        |                                                    |
|------------|-------------|---------------------|--------|-------|--------|----------------------------------------------------|
| 26.02.2004 |             |                     | 8,00   | 0,00  | -8,00  |                                                    |
| 27.02.2004 | 08:00-12:00 | EP - Projektleitung |        | 4,00  |        | Projektplan überarbeitet, Präsentation vorbereitet |
|            | 14:00-17:30 | EP - Testen         |        | 3,50  |        | Fibu-Schnittstelle                                 |
|            |             |                     | 8,00   | 7,50  | -0,50  |                                                    |
| 28.02.2004 |             |                     | 0,00   | 0,00  | 0,00   |                                                    |
| Summe      |             |                     | 160,00 | 96,50 | -63,50 |                                                    |

  

**Auswertung für Zeitperiode:** 01.02.2004 - 28.02.2004

Soll-Stunden: 160,00

Ist-Stunden: 96,50

Saldo: -63,50

  

Genommener Urlaub: 40,00 (h)  
5,00 Tag(e)

  

Krankheitstage: 0,00 (h)  
0,00 Tag(e)

  

**Auswertung zum Stichtag Auswertungsbeginn:** 01.02.2004

Gleitzsaldosaldo (alt): -176,00

Resturlaub (alt): 28,00

  

**Auswertung zum Stichtag Auswertungsende:** 28.02.2004

Gleitzsaldosaldo (neu): -239,50

Resturlaub (neu): 23,00

  

**Aktuelle Werte zum Zeitpunkt dieser Auswertung:** 07.09.2006

Aktuelle Rückfassungsgrenze

  

**Summe Arbeitspakete**

| Projekt                      | Arbeitspaket            | Dauer (h) |
|------------------------------|-------------------------|-----------|
| EP.1 Planung                 | EP.1-1 Konzeptgespräche | 20,00     |
| EP Implementation Projectile | EP-1 Projektleitung     | 33,00     |
| EP.2 Customizing             | EP.2-3 Testen           | 3,50      |
|                              |                         | 56,50     |

## Project Time External/Internal

The chart **Project Time external/Internal** provides an overview of all relevant working hour information of the employees in the selected time interval. In addition to this information, further information are also provided from the [Billable Time](#), the [Invoice](#) and the [Travel](#).

| Projektzeit Extern-Intern |                  |                        |                        |                |                       |                     |            |                     |       |              |            |                |            |             |  |
|---------------------------|------------------|------------------------|------------------------|----------------|-----------------------|---------------------|------------|---------------------|-------|--------------|------------|----------------|------------|-------------|--|
| Mitarbeiter               | Soll-Arbeitszeit | Ist-Arbeitszeit extern | Ist-Arbeitszeit intern | Ist-Urlaub [h] | Differenz Arbeitszeit | Urlaubsanspruch alt | Ist-Urlaub | Urlaubsanspruch neu | Krank | Fakturierbar | Fakturiert | Auslastung [%] | Pauschalen | Reisekosten |  |
| Batzeck Klaus             | 184,00           | 176,00                 | 0,00                   | 0,00           | 0,00                  | 11,50               | 0,00       | 11,50               | 8,00  | 176,00       | 0,00       | 95,65          | 0,00       | 0,00        |  |
| Franke Helene             | 184,00           | 171,00                 | 0,00                   | 8,00           | -5,00                 | 23,00               | 1,00       | 22,00               | 0,00  | 171,00       | 0,00       | 100,00         | 0,00       | 0,00        |  |
| Schaub Peter              | 184,00           | 157,75                 | 16,25                  | 0,00           | -6,00                 | 28,00               | 0,00       | 28,00               | 4,00  | 174,00       | 18,00      | 107,87         | 81,00      | 463,45      |  |
|                           | 552,00           | 504,75                 | 16,25                  | 8,00           | -11,00                | 62,50               | 1,00       | 61,50               | 12,00 | 521,00       | 18,00      |                | 81,00      | 463,45      |  |

## Employee Plan/Actual

The chart **Employee Plan/Actual** provides an overview of the planned and the achieved project efforts and working hours of the employees in the selected time interval. By using this chart, the proportion of project time to working hours (column capacity) can be illustrated. The capacity refers to the "net-working hours", i.e. working hours without the absences.

The chart can also illustrate the 'plan and actual time' graphically, if the option is set "with illustration".

